

**2008-09 Work-Study Job Description Form
University of the Incarnate Word**

Department:	Learning Assistance Center
Location:	Administration Building, Room 206
Supervisor:	Cristina Ariza
Supervisor Phone:	210-283-5020
Supervisor E-mail:	mariza@uiwtx.edu

Job Title:	Receptionist/Proctor
-------------------	-----------------------------

General Job Description/Qualifications:
Greet LAC guests in a friendly, professional manner
Make appointments
Give out clear and accurate information about testing and tutoring procedures
Administer exams according to specific instructions
Maintain strict confidentiality
Must have excellent communication skills
Must be able to confidently handle multiple tasks at the same time

Specific Skills Required:
*Must have working knowledge of MS Office.
*Must be a full-time student at the University of the Incarnate Word.